

1. At the time of service I was at least 18 years of age and not a party to this action. I served the respondent with copies of:
- a. ☐ Family Law: *Petition* (form FL-100), *Summons* (form FL-110), and blank *Response* (form FL-120)
- or—
- b. ☐ Uniform Parentage: *Petition to Establish Parental Relationship* (form FL-200), *Summons* (form FL-210), and blank *Response to Petition to Establish Parental Relationship* (form FL-220)
- or—
- c. ☐ Custody and Support: *Petition for Custody and Support of Minor Children* (form FL-260), *Summons* (form FL-210), and blank *Response to Petition for Custody and Support of Minor Children* (form FL-270)
- and
- d. ☐ (1) ☐ completed and blank *Declaration Under Uniform Child Custody Jurisdiction and Enforcement Act* (form FL-105)
- (2) ☐ completed and blank *Declaration of Disclosure* (form FL-140)
- (3) ☐ completed and blank *Schedule of Assets and Debts* (form FL-142)
- (4) ☐ completed and blank *Income and Expense Declaration* (form FL-150)
- (5) ☐ completed and blank *Financial Statement (Simplified)* (form FL-155)
- (6) ☐ completed and blank *Property Declaration* (form FL-160)
- (7) ☐ *Order to Show Cause* (form FL-300), *Application for Order and Supporting Declaration* (form FL-310), and blank *Responsive Declaration to Order to Show Cause or Notice of Motion* (form FL-320)
- (8) ☐ Other (*specify*):

3. I served the respondent (*check proper box*):

- a. ☐ **Personal service** by personally delivering the copies on the respondent (Code Civ. Proc., § 415.10)  
(1) on *(date)*: \_\_\_\_\_ (2) at *(time)*: \_\_\_\_\_
- b. ☐ **Substituted service** by leaving the copies with or in the presence of *(name and title or relationship to respondent)*: \_\_\_\_\_
- (1) ☐ **(business)** a person at least 18 years of age apparently in charge at the office or usual place of business of the respondent. I informed him or her of the general nature of the papers.
- (2) ☐ **(home)** a competent member of the household (at least 18 years of age) at the dwelling house or usual place of abode of the respondent. I informed him or her of the general nature of the papers.

PETITIONER:	CASE NUMBER:
RESPONDENT:	

3. b. (3) on (date): \_\_\_\_\_ at (time): \_\_\_\_\_
- (4) I thereafter mailed (by first-class, postage prepaid) copies to the respondent at the place where the copies were left. (Code Civ. Procedure 415.20b) on (date): \_\_\_\_\_
- (5) A **declaration of diligence** is attached stating actions taken to first attempt personal service.
- or-
- c. ☐ **Mail and acknowledgement service** by mailing the copies to the respondent, addressed as shown in item 2, by first-class mail, postage prepaid,
- (1) on (date): \_\_\_\_\_ (2) from (city): \_\_\_\_\_
- (3) ☐ with two copies of the *Notice and Acknowledgment of Receipt* (form 982(a)(4)) and a postage-paid return envelope addressed to me. (Attach completed *Notice and Acknowledgment of Receipt* (form 982(a)(4)). (Code Civ. Procedure, § 415.30)
- (4) ☐ to an address outside California (by registered or certified mail with return receipt requested) (Attach signed return receipt or other evidence of actual delivery to the respondent.) (Code Civ. Procedure, § 415.40)
- d. ☐ **other** (specify code section): \_\_\_\_\_
- ☐ Additional page is attached.
4. The NOTICE TO THE PERSON SERVED on the summons was completed as follows (Code Civ. Procedure, §§ 412.30, 415.10, and 474):
- a. ☐ as an individual
- b. ☐ on behalf of respondent who is a:
- ☐ Individual (Code Civ. Procedure § 416.90) ☐ Ward or Conservatee (Code Civ. Procedure § 416.70 )
- ☐ Minor (Code Civ. Procedure § 416.60) ☐ Other (specify): \_\_\_\_\_

5. **Person who served papers**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone number: \_\_\_\_\_

I am:

- a. ☐ Exempt from registration under Business and Professions Code section 22350(b).
- b. ☐ Not a registered California process server.
- c. ☐ Registered California process server.
- (1) ☐ Employee or independent contractor.
- (2) Registration no.: \_\_\_\_\_
- (3) County: \_\_\_\_\_

d. **The fee** for service was: \$ \_\_\_\_\_

6. ☐ **I declare** under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

or

7. ☐ **I am a California sheriff, marshal, or constable and** I certify that the foregoing is true and correct.

Date: \_\_\_\_\_

_____	▶ _____
(NAME OF PERSON WHO SERVED PAPERS)	(SIGNATURE OF PERSON WHO SERVED PAPERS)